

# RFI Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010958	RFI	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC 616 Staple Groceries			
Start Time	Finish Time		
04/01/2019 14:00:00 CDT	04/05/2019 10:00:00 CDT		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
**Contact:** Karen Conway  
**Phone:** 615/507-6211  
**Email:** karen.conway@tn.gov

## Event Description

PRE-RESPONSE CONFERENCE NOTIFICATION

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions and any other attachments. If the Review and bid on this event link included in the e-mail notification does not work, please go to <https://supplier.edison.tn.gov>. Click on the link that says Supplier Portal Home Page and then log in with your supplier ID and password. Click on the event under the Events box.

Note: Information at the pre-bid will be displayed electronically. No paper copies will be provided. Attendees are advised to prepare copies of the attached event documents for their use at the pre-bid.

This is not a bid request; this is a request for information. Request for Information (RFI) Conference:

Pre-Bid Conference  
Title: SWC 616 Staple Groceries  
-Statewide Contract for Staple Groceries  
Date: April 5, 2019  
Time: 10:00 AM Central Time

Location: Department of General Services  
Central Procurement Office  
Conference Room #: CPO Morrow Room Tennessee Tower, 3rd Floor  
312 Rosa L. Parks Avenue Nashville, TN 37243  
Conference Call-in: 615-253-0068

If you have questions, please contact the Solicitation Coordinator Karen Conway at (615) 507-6211 or Karen.Conway@tn.gov or call the Central Procurement Office main number at (615) 741-1035.

## Factor Summary

Question	Response
Please enter the number of days that your bid offer will expire from the bid opening date:	

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

### Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

# RFI Details (cont.)

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Bidder shall enter the percent from their catalog or price list prices. Only one (1) percent minus (-) and discount amount, plus (+) and surcharge amount, or "0" for net is acceptable. Example: -10%.

Required: Yes Mandatory ResponseNo

### Response Comments

Please list the following information:

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Respondent's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Respondent's Website

Required: Yes Mandatory ResponseNo

### Response Comments

Inventory, Time in Business

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of providing the products requested.

List the Average Inventory Dollar Amount

Please enter the information for three comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

# RFI Details (cont.)

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### Response Comments

Associated Terms:

#### Inventory, Time in Business

A bidder must have occupied a bona fide place of business with a representative inventory of products or supplies necessary for production of the products for at least one year, must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and must provide any other evidence required and requested in order to establish evidence of its ability to furnish the products or services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

List the Return Goods Policy:

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### Return Goods Policy

All costs associated with the return of goods for repair and/or replacement under warranty shall be done at the expense of the vendor/ contractor, unless otherwise specified. The bidder shall indicate below their standard return goods policy.

The bidder shall indicate whether or not they plan to sub-contract

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, please include the following for each.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

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### Response Comments

Associated Terms:

### Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

Does the discount listed on this line include all items in the above catalog listed for this line?

Required: Yes Mandatory ResponseNo

### Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Required: Yes Mandatory ResponseYes

### Response Comments

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library/public-information-library.html>

Required: Yes Mandatory ResponseNo

# RFI Details (cont.)

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### Response Comments

Question	Response
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Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

- (a) is the Respondent presently debarred, suspended, proposed for debarment , or voluntarily excluded from covered transactions by any federal or state department or agency;
- (b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and
- (d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

### Response Comments

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3) as amended and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required: Yes Mandatory ResponseNo

# RFI Details (cont.)

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### Response Comments

### Associated Terms:

Authorized Users. This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies. The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"):

- all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- Tennessee local governmental agencies;
- members of the University of Tennessee or Tennessee Board of Regents systems;
- any private nonprofit institution of higher education chartered in Tennessee; and,
- any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse to provide services to the public (Tenn. Code Ann. § 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to their own procurement policies and procedures. The State is not responsible or liable for the transactions between the Contractor and Authorized Users. Note: If "no", attach exemption request addressed to the Central Procurement Officer.

## RFI Details (cont.)

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## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

# RFI Details (cont.)

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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016